

## Adding new Course

### \*NEW PROGRAM APPLICATION

Prior to offering a class for credit or receiving state reimbursement for a vocational program it must appear on the approved course list. If it is listed in the State Board of Education Approved Course and Program Descriptions for Indiana schools, but not on your school's \*approved list, you will have to complete an "Application to offer a New Secondary Vocational Program." Beginning January 1, 2005, the attached forms will be used.

Process for local approval:

Identify the program area of interest.

- Determine if it is not on your approved course list.
- Create an advisory committee for the program area and determine need for the program, including sending school support, no similar programs offered in district, student interest, and financial resources available to start the program.
- Complete the "Application to offer a New Secondary Vocational Program" and "Notification of a New Secondary Vocational Program."
- Secure local board approval.
- Send to district governing board (area vocational district in most cases) for approval.
- Once approved, the district governing board will send copies of the "Notification of a New Secondary Vocational Program" to the Indiana Department of Education and the Department of Workforce Development.

Send to:

Patty Shutt, Director  
Office of Career and Technical Education  
Indiana Department of Education  
229 State House  
Indianapolis, IN 46204

Chris Deaton  
Department of Workforce Development  
10 N. Senate Ave.  
Indianapolis, IN 46202

## Application to offer a New Secondary Vocational Program

1. LEA Name: \_\_\_\_\_ 2. LEA Number \_\_\_\_\_
3. School Name: \_\_\_\_\_ 4. School Number \_\_\_\_\_
5. District Governing Board/Area Vocational District Name: \_\_\_\_\_
6. District Governing Board/Area Vocational District Number: \_\_\_\_\_
7. County: \_\_\_\_\_ 8. Anticipated Start Date: \_\_\_\_\_

### 9. New Program Cluster

- |   |  |
|---|--|
| _____ Agriculture, Food & Natural Resources | _____ Hospitality and Tourism                        |
| _____ Architecture & Construction           | _____ Human Services                                 |
| _____ Arts, A/V Technology & Communications | _____ Information Technology                         |
| _____ Business, Management & Administration | _____ Law, Public Safety, Corrections & Security     |
| _____ Education & Training                  | _____ Manufacturing                                  |
| _____ Finance                               | _____ Marketing, Sales & Service                     |
| _____ Government & Public Administration    | _____ Science, Technology, Engineering & Mathematics |
| _____ Health Science                        | _____ Transportation, Distribution & Logistics       |

10. CIP Code Number \_\_\_\_\_
11. DOE Course Title and Number \_\_\_\_\_
12. Number of credits per year: \_\_\_\_\_
13. Teacher(s) for this Program:
- | <u>Last Name</u> | <u>First Name</u> | <u>MI</u> | <u>Teacher Certification (License) Number</u> |
|------------------|-------------------|-----------|---|
| _____            |                   |           |   |
| _____            |                   |           |   |
| _____            |                   |           |   |

14. Date of Local Governing Board/Area Vocational District Board Approval to Operate Program: \_\_\_\_\_

Local Governing Board Director's Name: (Print or type) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

## Notification of a New Secondary Vocational Program

1. Complete blocks 1-14 of "Application to offer a New Secondary Vocational Program" form (attached)

2. The Applicant assures that:

- a. The course/program is available to all students of legal age  
(Indiana Code 20-10. 1-6-6)
- b. Compliance will occur with all rules, policies and regulation governing career & Technical Education
- c. An advisory board is established and active (attach membership list and minutes), ensuring:
  1. State standards specific to this course/ program have been reviewed and are in compliance
  2. Resources (including facilities, equipment, software, etc.) are Appropriate
  3. Curriculum and assessment strategies are appropriate
- d. Regular advisory board meetings will occur at least annually to ensure continued compliance with 1-3 above

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Signature

Date

Printed name of applicant's representative: \_\_\_\_\_

Contact information of Applicant:

Phone \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Governing Board/Area Vocational District Board:

☐ Approve

☐ Disapprove

Governing Board/AVD Board President Signature\_\_\_\_\_

Date\_\_\_\_\_